



## MSCS Vehicle Assignment/Usage Process

### Vehicle Assignment Process

- I. All new vehicle(s) must be delivered to Fleet Auto Shop at 1364 Farmville Rd for processing. No vehicle should be delivered directly to the requisitioner.
- II. Vehicles will be assigned based on the decision of the department head.
- III. Vehicle Assignment Form should be completed by the employee and given to The Department Manager and/or his designee. (Form available via Asset Management website)

### **If the assignment request is approved, the following procedures will apply:**

- a. Receive vehicle and keys from Fleet Auto Shop.
- b. Fleet Auto Shop will conduct a joint inspection with the receiving driver and Department Supervisor.
- c. Department Manager will email a copy of The Vehicle Assignment Form to Asset Management and the Fuel Department to update the inventory database and EJ Ward.  
(Email address: [assetmanagement@scsk12.org](mailto:assetmanagement@scsk12.org) and [fueldepartment@scsk12.org](mailto:fueldepartment@scsk12.org) )

### **If vehicle is being UNASSIGNED, the following procedures will apply:**

- a. Exiting employee will sign The Vehicle Assignment/Reassignment Form.
- b. Department supervisor will conduct a walk-around and verification of the vehicle.
- c. Department Manager will email a copy of The Vehicle Assignment Form to Asset Management and the Fuel Department to update the inventory database and EJ Ward and ensure that vehicle is returned to Fleet Auto Shop.
- d. (Email address: [assetmanagement@scsk12.org](mailto:assetmanagement@scsk12.org) and [fueldepartment@scsk12.org](mailto:fueldepartment@scsk12.org) )
- e. Fleet Auto Shop should conduct routine maintenance checkup of the returned vehicle.
- f. The vehicle should be placed inside the gated area for spare vehicles. (outside 1364 Farmville)
- g. All lost and stolen government tags must be reported to the Department Manager as soon as possible. Forms must be completed, and check requested for replacement government tags. Forms may be requested from Asset Management.

### **Reporting and Informational Updates**

Departments are to keep Asset Management and Fuel advised of any changes regarding vehicle assignment, including changes in vehicle assigned driver, location of vehicle, and/or any factors which may affect vehicle use and needs. Departments are also responsible for proper care, maintenance and utilization are met.



## Vehicle Assignment/ Re-Assignment Form

All new vehicle(s) must be delivered to Fleet Auto Shop at 1364 Farmville Rd for processing. No vehicle should be delivered directly to the requisitioner. Vehicles will be assigned based on the decision of the department head.

### Vehicle Info:

MSCS Vehicle Number:		MSCS Barcode:		Fuel Card Number:	
Year:		Make:		Model:	
VIN:				Color:	
Tag:			Mileage:		

<input type="checkbox"/> <b>Assigned Form: (New Assignment)</b>					
Employee/Assigned Driver:				Employee ID:	
Email:			Phone Number:		
Department:			Address:		
Supervisor:			Manager:		
<input type="checkbox"/> <b>Unassigned Form: (Removal Form)</b>					
Employee/Assigned Driver:				Employee ID:	
Email:			Phone Number:		
Department:			Address:		
Supervisor:			Manager:		
Reason:					

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(Driver) Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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(Supervisor) Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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(Manager) Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## MEMPHIS-SHELBY COUNTY SCHOOLS

### VEHICLE USE AGREEMENT

As consideration for Memphis-Shelby County Schools, ("MSCS"), authorizing the undersigned to operate MSCS motor vehicles and as a condition to continued employment with MSCS, I hereby certify that the following statements are true and accurate and agree to the following terms:

1. I now hold and will maintain a valid driver's license with the appropriate endorsement. If my driver's license is suspended or revoked for any reason, I agree to immediately notify my supervisor.
2. I have not been convicted of any felony offence relating to the operation of a motor vehicle.
3. I agree to permeate MSCS motor vehicles safely and consistent with local, state, and federal law. If I am cited for a traffic violation in my capacity as a MSCS employee, I agree to immediately notify my supervisor of the alleged infraction and court date. The MSCS employee is responsible for any and all citations and/or court fees.
4. I agree to abstain from texting while driving, the use of alcohol or other substances that might impair my ability to operate a MSCS motor vehicle. I will not transport alcohol, controlled substances, or explosives in MSCS motor vehicles. I agree to abstain from making any modifications to MSCS vehicles i.e., tinted windows, floorboards, tires, personalized window appliques.
5. I agree to refuel MSCS motor vehicles according to vehicle requirements and MSCS procedures. I agree to ensure that MSCS motor vehicles are properly maintained at all times. I agree to secure and lock MSCS motor vehicles in order to protect the vehicle and its contents from theft.
6. I agree to wear my seatbelt when operating MSCS motor vehicles and will ensure that passengers in MSCS motor vehicles also wear seatbelts.
7. I understand that MSCS places an insurance card in every MSCS motor vehicle and requires this information to be in MSCS motor vehicles at all times. If I am involved in an accident, I will use the telephone number on the insurance card to contact MSCS Security. The contact phone number for MSCS Security is 416-5773. I understand that Memphis-Shelby County Schools Security will contact the Office of Risk Management and Office of Risk Management will send a representative to the scene of the accident. I agree to remain at the scene of the accident until instructed to leave by MSCS Risk Management or MSCS Security unless emergency medical personnel advise me otherwise. If I do not have a radio or MSCS cell phone, I will request the Memphis Police Department and/or Shelby County Sheriff to contact MSCS Security.
8. I understand that T.C.A. 29-20-101 grants MSCS immunity from certain claims arising out of my employment. I agree to operate all MSCS motor vehicle in my capacity as a MSCS employee within the control and direction of MSCS as to the result to be accomplished and as to the means and details by which the result is accomplished. I acknowledge that MSCS reserves the right to obtain independent legal counsel in suits arising out of my employment if there is a conflict between MSCS and myself.

**I, AUTHORIZE MSCS TO PERFORM PERIODIC MOTOR VEHICLE OR CRIMINAL BACKGROUND CHECKS ON ME.**

\_\_\_\_\_ (employee initials)

I have read the Vehicle Use Agreement and understand that any violation of said Agreement may prevent me from using MSCS motor vehicles and/or cause other disciplinary action, including suspension or termination of employment.

\_\_\_\_\_  
Employee Name/Driver License#/State of License  
(Please Print)

\_\_\_\_\_  
Job Title/Location

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Name (Please Print)

\_\_\_\_\_  
Initial verification of valid driver's license

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Date

**Type of vehicle and license the form applies to (please check appropriated box):**

- Passenger vehicle (1-6 passengers) – Class “D” driver’s license
- Passenger van (7-10 passengers) – Class “D” driver license with “F” endorsement
- Passenger vehicle (1-4 passengers) – Class “A” driver license.
- Passenger vehicle (1-4 passengers) – Class “B” driver license.
- Passenger vans/buses (Over 10 passengers) – “C” commercial driver license with both the “P” and “S” endorsements (vehicle must be state approved)

**General Disclaimer:**

1. This form must be completed for the use of any MSCS vehicle, leased or rental vehicle related to MSCS activities.
2. If the personal vehicle is used for school-related activity, the requirements and liabilities will be the same as parent and/or employee transporting a student.

**Disciplinary and Corrective Actions:**

Any employee in a position requiring a valid drivers’ license is subject to disciplinary action up to and including dismissal when their MVR does not meet standards. Progressive discipline will apply, however does not have to be administered in order depending on the severity of the offense. Progressive discipline includes but is not limited to verbal, and/or written warning., probation, suspension, reassignment, and termination. MSCS reserves the right to remove any employee from driving position for any reason deemed in the best interest of MSCS.

\*\*\*\*Please attach a copy of your driver’s license to this form. \*\*\*\*